MARIPosa County Board of Supervisors

Minute Order

To: Evelyn Billings, Auditor

From: Margie Williams, Clerk of the Board

Re: Reimbursement for Meals Provided by a Department Head and Elected Official

The Board of Supervisors of Mariposa County, California

Adopted this Order on September 17, 1991

Action and Vote:

10:18 a.m. Direction Regarding Reimbursement for Meals Provided by a Department Head and Elected Official under Section 10.03 of the County Policies and Procedures (Administrative Officer)

Board Action: Evelyn Billings/Auditor provided input. Board directed that its position on the policy is that it is the decision of the elected official or department head whether to claim reimbursement/Ayes: (M)Erickson, (S)Baggett, Punte, Radanovich; Abstained: Taber.

Cc: Administrative Officer
    File
AGENDA OF: Sept. 17, 1991

DEPARTMENT: Administration
BY: John W. McCamman
APPROVED BY DEPT. HEAD:

AGENDA TITLE:

Direction Regarding Reimbursement for Meals Provided by a Department Head and Elected Official for Himself and Others under Section 10.03 of the County Policies & Procedures

4/5ths Vote Required: Yes ___ No x
Policy Item: Yes ___ No x (For Action Agenda of_______)

AGENDIZE AS: IF TIMED:
Routine Agenda: ( )
Information: ( ) Public Hearing at:
Attention: ( ) Public Input Anticipated
Timed: ( ) Indicate Time Required:

STAFF REVIEW REQUIRED:

ROUTE:

APPROVED AS TO FORM REMARKS:

County Counsel
Auditor
Personnel
Purchasing
Other

SPECIAL INSTRUCTIONS TO CLERK:

Rush| Need to have signed documents by:
Legal publication required. (This is responsibility of submitting department.)
Other (i.e., need cert. resolutions, and/or signed contracts)
You want us to send copy of Action to:

CLERK’S USE ONLY:
RECEIVED:

AGENDIZED FOR: 9-17-91

Routine Item No.: ____
Routine Agenda: ______
Information: ______
Attention: ______
Timed at:

Trans. Form Revised 12/89
DEPARTMENT: Administration BY: John W. McCamman PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No_x)

Direction Regarding Reimbursement for Meals Provided by a Department Head and Elected Official for Himself and Others under Section 10.03 of the County Policies & Procedures

BACKGROUND AND HISTORY OF BOARD ACTIONS:
Staff requests that the Board make a determination of its intention for reimbursement of meals provided by a Department Head or elected official under Section 10.03 of the County’s Policies & Procedures. The policy states that a reimbursement will be made "if, because of county business, an elected official or Department head or his or her designated representative provides a meal or meals for himself or another person or persons . . ." Does the Board intend that this statement be taken literally or is the reimbursement limited to only meals out of town, only meals for persons other than County employees or Department heads, or only during a greater than 8 hour work day.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
1. Determination for literal interpretation.
2. Determination for meals for other than County employees.
3. Meals for employees only after greater than an 8 hour work day.

COSTS: ( ) Not Applicable
A. Budgeted current FY $_______
B. Total anticipated costs $_______
C. Required Add’l funding $_______
D. Source: ____________________________

SOURCE: ( ) 4/5ths Vote Required
A. Internal transfers $_______
B. Unanticipated revenues $_______
C. Reserve for contingency $_______
D. Description: ____________________________
Balance in Reserve for Contingencies, if approved: $_______

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

Page 31 of Policies & Proc.

CLERK’S USE ONLY:
Res. No.: ____________________________
Ord. No.: ____________________________
Vote - Ayes: _____ Noes: _____
   Absent: ____ Abstained: ____
( ) Approved ( ) Denied
( ) Minute Order Attached

The foregoing instrument is a correct copy of the original on file in this office.

Date: ____________________________

ATTEST: MARGIE WILLIAMS
Clerk of the Board of Supervisors
County of Mariposa, State of CA

By: ____________________________
   Deputy

ADMINISTRATIVE OFFICER’S RECOMMENDATION:
This item on agenda as:

☑ Recommended
☐ Not Recommended
☐ For Policy Determination
☐ Submitted with Comment
☐ Returned for Further Action

Comment: ____________________________

A.O. Initials: ______

9-17POL Action Form Revised 12/89
10.02.05 Travel Expense Advance: A travel expense advance of one hundred percent (100%) of estimated expenses for meals, lodging, registration, and transportation for out-of-County travel shall be advanced to any County employee, upon request of the employee and approval of the Department head involved in the request. At the time the request is submitted to the Auditor, a copy of the registration for the meeting shall be attached to the advance request and a copy of any preregistration forms for lodging and meals shall be attached to the advance request if such information is available. In the event the advance is not used because the employee failed to attend the particular event for which the expenses would have been incurred, the employee shall reimburse the County prior to any subsequent claims being approved by the County. Travel advances shall be reconciled by the employee with the Auditor's office prior to any subsequent claims being approved by the County. If the advance reconciliation leaves a difference of $3.00 or less, reimbursement by the employee or payment by the County is not required. (Revised 8/87)

10.03 Elected officials and Department heads: If, because of county business, an elected official or Department head or his or her designated representative provides a meal or meals for himself or another person or persons, the elected official or Department head shall have a meal allowance of Twenty-five Dollars ($25.00) per day. If the actual and necessary expense for meals exceeds the sum of Twenty-five Dollars ($25.00) for any day, then in that event the elected official or Department head may be reimbursable for actual and necessary expenses. For those days wherein meal expense exceeds Twenty-five Dollars ($25.00) the claim shall be accompanied by receipts or facsimiles thereof and the claim shall be signed under penalty of perjury. (Revised 11/87)

10.04 Non-Reimbursable Items: The following items are non-reimbursable:

10.04.01 Tips.

10.04.02 Expenditures for alcoholic beverages.
MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: EVELYN BILLINGS, AUDITOR

FROM: MARGIE WILLIAMS, CLERK OF THE BOARD

RE: REIMBURSEMENT FOR MEALS PROVIDED BY A DEPARTMENT HEAD AND ELECTED OFFICIAL

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on September 17, 1991

ACTION AND VOTE:

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BOARD ACTION: Evelyn Billings/Auditor provided input. Board directed that its position on the policy is that it is the decision of the elected official or department head whether to claim reimbursement/ Ayes: (M) Erickson, (S) Baggett, Punte, Radanovich; Abstained: Taber.

cc: Administrative Officer
File

Need to: Ask John if she wants to all Dept.
MARIPOSA COUNTY

AGENDA TRANSMITTAL FORM

Instructions: Please fill in all blanks applicable for your agenda item. Items requiring staff review must be submitted to the appropriate staff on the Thursday before the Wednesday of agenda deadline. Incomplete material will be returned. Submit the original of the Transmittal and Action forms to the Board Clerk, along with the original and eleven copies, 3-hole punched, of any supporting documents.

AGENDA OF (Date): Nov. 12, 1991

DEPARTMENT: Fire Department
BY: Gary Gilbert
APPROVED BY DEPT. HEAD:

AGENDA TITLE:

Fire Department requesting policy direction on payment of medical training which is at a higher level than required by local health authority.

4/5ths Vote Required: Yes__ No_X__ Policy Issue: Yes_X__ No__

AGENDIZE AS:
Routine Agenda
Information
Attention_X
Timed

IF TIMED:
( ) Public Hearing at:
( ) Public Input Anticipated
( ) Indicate Time Required:

STAFF REVIEW REQUIRED:

ROUTE:

APPROVED

REMARKS:

County Counsel
Auditor
Personnel
Purchasing
Other

SPECIAL INSTRUCTIONS TO CLERK:

_____ Rush! Need to have signed documents by:

_____ Legal publication required. (This is responsibility of the submitting department).

_X_ Other (i.e., need cert. resolutions, and/or signed contracts).
You want us to send copy of Action to: ___________________
_CDF/County Fire and Auditor if it pertains to their department.

CLERK'S USE ONLY:

RECEIVED: 10-24-91
By: __________________

AGENDIZED FOR: 11-5-91 Policy

Agenda Item No: 4-A
Routine Agenda
Information
Attention

Timed at 9:20 a.m.

Trans. Form Revised 12/89